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ABSTRACT

The general purpose of the occupational analysis is to provide workable, basic information dealing with the many and varied duties performed in the payroll clerk occupation. The document opens with a brief introduction followed by a job description. The bulk of the document is presented in table form. Ten duties are broken down into a number of tasks and for each task a two-page table is presented, showing on the first page: tools, equipment, materials, objects acted upon; performance knowledge (related also to decisions, cues and errors); safety--hazard; and on the second page: science; math--number systems; and communications (performance modes, examples, and skills and concepts.) The duties include: supervising activities of payroll department; maintaining department personnel level; maintaining and establishing communications of the payroll department; preparing employer tax reports; establishing and maintaining files; preparing individual employee records; computing wages, salaries, and payroll deductions; paying the payroll; and posting wages and salary data. Appended are lists of general office supplies and safety hazards and precautions. (BP)

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Occupational Analysis

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PAYROLL CLERK

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AN ANALYSIS OF THE PAYROLL CLERKING OCCUPATION

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FOREWORD

The occupational analysis project was conducted by The Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University in conjunction with the State Department of Education, Division of Vocational Education pursuant to a grant from the U.S. Office of Education.

The Occupational Analysis project was proposed and conducted to train vocational educators in the techniques of making a comprehensive occupational analysis. Instructors were selected from Agriculture, Business, Distributive, Home Economics and Trade and Industrial Education to gain experience in developing analysis documents for sixty-one different occupations. Representatives from Business, Industry, Medicine, and Education were involved with the vocational instructors in conducting the analysis process.

The project was conducted in three phases. Phase one involved the planning and development of the project strategies. The analysis process was based on sound principles of learning and behavior. Phase two was the identification, selection and orientation of all participants. The training and workshop sessions constituted the third phase. Two-week workshops were held during which teams of vocational instructors conducted an analysis of the occupations in which they had employment experience. The instructors were assisted by both occupational consultants and subject matter specialists.

The project resulted in producing one hundred two trained vocational instructors capable of conducting and assisting in a comprehensive analysis of various occupations. Occupational analysis data were generated for sixty-one occupations. The analysis included a statement of the various tasks performed in each occupation. For each task the following items were identified: tools and equipment; procedural knowledge; safety knowledge; concepts and skills of mathematics, science and communication needed for successful performance in the occupation. The analysis data provided a basis for generating instructional materials, course outlines, student performance objectives, criterion measures as well as identifying specific supporting skills and knowledge in the academic subject areas.

PREFACE

In considering the position of a payroll clerk and developing the duties and tasks for this position, we first had to define what is meant by a payroll clerk. We based our definition on the Dictionary of Occupational Titles, Sections 215.488 and 219.138. We took into consideration that these duties and tasks might be performed by a person who works in a very small company where the payroll clerk is in charge of all phases of the payroll or by a person who works for a multi-million dollar business where a payroll clerk might perform only one payroll task. We acknowledge the fact that payroll tasks may be done by a computer or other sophisticated equipment; however our task analysis is based on the manual method.

It is best that a payroll clerk have basic arithmetic skills and knowledge of arithmetic concepts, be familiar with accounting terminology and concepts with emphasis on payroll procedures. It is also felt that a payroll clerk needs basic skills of use of 10-key adding machine and typewriter. Also a payroll clerk should be able to perform repetitive tasks for an extended length of time and should be aware of apparent discrepancies which is defined as arithmetic errors which may be detected upon applying a reasonability test or by applying an accuracy check (ie: transposition errors; extension error, mistakes in recording names and/or figures, etc.).

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JOB DESCRIPTION

The payroll clerk does a variety of duties which includes the following: computes wages, posts wage data to payroll records, computes earnings from time sheets and work tickets, uses calculators, operates posting machines to compute income tax withholdings, social security payments, insurance, and credit-union payments and enters wages on the payroll register and employee earnings record. They may also prepare annual reports of earnings, income tax deductions, records of sick leave pay and nontaxable wages, prepare and distribute pay envelopes, compute bonuses, compute commissions, and compute piecework rates.

The payroll clerk may also be in a supervising position where they could do the following: supervise and coordinate activities of workers engaged in processing timecards, compiling statistics and calculating payrolls. They also determine from personnel records, names, rates of pay, occupations of new employees, and records this data on the payroll register. They direct the computation and preparation of pensions, insurance and credit-union payments. Other important jobs are to review and approve payroll deductions, interpret company policies and government regulations in connection with payroll procedures, direct preparation of government reports and analyze payrolls for accuracy before extensions are made.

Based on Dictionary of Occupational Titles, page 522
codes 215.488 and 219.138

Duty A Supervising Activities of Payroll Department

- 1 Maintain office supplies inventory
- 2 Coordinate work of department
- 3 Evaluate employee morale
- 4 Maintain good human relations

(TASK STATEMENT) MAINTAIN OFFICE SUPPLIES INVENTORY

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY -- HAZARD
Inventory records Requisition forms Typewriter Calculator or adding machine Supply catalogues Telephone	Sub-tasks Determine supplies required Establish amount of supplies needed - maximum inventory level - minimum inventory level Order supplies - requisition from company supply room - place order with individual companies - obtain approval Analyze potential of new items on the market Evaluate use or misuse of supplies	See appendix
<u>DECISIONS</u> Determine if inventory levels are satisfactory	<u>CUES</u> Inventory changes Apparent discrepancies	<u>ERRORS</u> Run short of supplies Out-of-date supplies

(TASK STATEMENT) MAINTAIN OFFICE SUPPLIES INVENTORY

SCIENCE	MATH - NUMBER SYSTEMS
A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following personality traits: Honesty Accuracy Reliability Integrity Loyalty Adaptability Flexibility Confidentiality Perserverance	Basic arithmetic skills and concepts will depend on items being ordered Addition and subtraction of whole numbers Multiplication and division with whole numbers Addition and subtraction of decimal fractions Multiplication and division of decimal fractions Rounding off decimals and whole numbers Read and interpret charts, tables, and/or graphs [price lists] Given a coding system, recognize and identify each unit involved by assigning necessary symbols, numerical or literal Ratio and proportion [rates]
COMMUNICATIONS	
PERFORMANCE MODES	EXAMPLES
Writing Speaking Reading	Requisition forms, reports Inventory records Employee to machine Order letter content Ordering by telephone Supply catalogues
	<u>SKILLS/CONCEPTS</u> Penmanship, comprehension, clarity of expression, vocabulary, spelling usage, mechanics of business letter, typing, adding machine Diction, enunciation, clarity of expression Comprehension, technical terminology

(TASK STATEMENT) COORDINATE WORK OF DEPARTMENT

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY - HAZARD
Calculator or adding machine Pertinent source documents Schedules and charts Typewriter Telephone	Sub-tasks Assign tasks to employees Verify tasks are completed Audit work for accuracy Approve work Route data Evaluation of work Maintain proper safety standards	See appendix
<u>DECISIONS</u> Determine if work is accurate Determine if work load is equal	<u>CUES</u> Apparent discrepancies Reasonability test Departmental efficiency	<u>ERRORS</u> Extension errors Low office morale Lessened office efficiency

(TASK STATEMENT) COORDINATE WORK OF DEPARTMENT

SCIENCE	MATH - NUMBER SYSTEMS	
A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following personality traits: Honesty Accuracy Reliability Integrity Loyalty Adaptability Flexibility Confidentiality Perserverance	Basic arithmetic skills and concepts will depend on type of work supervisor is auditing Estimation Read and interpret charts, tables, and/or graphs [work schedule] Given a coding system, recognize and identify each unit involved by assigning necessary symbols, numerical or literal [Payroll codes, reading computer printout] Property of comparison (greater than, less than, equal to)	
COMMUNICATIONS		
PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Writing	Evaluation Employee to machine	Penmanship, mechanics of writing memo, process report or instruction clarity of expression, vocabulary. technical terminology, typing, use of calculator or adding machine
Speaking	Employee to employee	Enunciation, process report or instruction, appropriate diction, clarity of expression, persuasion
Reading	Computer printouts, reports, charts, schedules, memos	Technical terminology

(TASK STATEMENT) EVALUATE EMPLOYEE MORALE

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY - HAZARD
Productivity records Attendance records Efficiency records Morale or attitude surveys Typewriter	Sub-tasks Examine records of productivity Study turnover rate Study absenteeism and tardiness records Study grievances which are filed Conduct morale or attitude surveys	See appendix
<u>DECISIONS</u> What changes need to be initiated	<u>CUES</u> Data from records studied	<u>ERRORS</u> Department inefficiency

(TASK STATEMENT) EVALUATE EMPLOYEE MORALE.

SCIENCE		MATH - NUMBER SYSTEMS	
A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following personality traits: Honesty Accuracy Reliability Integrity Loyalty Adaptability Flexibility Confidentiality Perverserance	Basic arithmetic skills and concepts Understand basic statistic concepts such as: mean, median, mode, standard deviation Locate by approximation rational numbers and interpers on the number line (sequential ordering) Ratio and proportion		
COMMUNICATIONS			
<u>PERFORMANCE MODES</u>	<u>EXAMPLES</u>	<u>SKILLS/CONCEPTS</u>	
Writing	Reports Employee to machine	Penmanship, recommendation report, technical terminology, mechanics of writing memo, detail and inference, logic, clarity of expression, typing	
Speaking	Employee to employee	Recommendation report, poise, diction, enunciation, persuasion, clarity of expression	
Reading	Records, surveys	Comprehension, technical terminology	

(TASK STATEMENT) MAINTAIN GOOD HUMAN RELATIONS

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY - HAZARD
Telephone	Sub-tasks Maintain high employee morale a) Employee job satisfaction b) Employee respect for co-workers and company c) Proper use of authority d) Insure acceptable pay standards e) Let employee know exactly what is expected of him/her f) Be consistent Coordinate well with other supervisors	See appendix
<u>DECISIONS</u> What changes need to be initiated	<u>CUES</u> Data gathered Observations of employees	<u>ERRORS</u> Employee disagreements

(TASK STATEMENT) MAINTAIN GOOD HUMAN RELATIONS

SCIENCE	MATH - NUMBER SYSTEMS
A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following personality traits: - Honesty - Accuracy - Reliability - Integrity - Loyalty - Adaptability - Flexibility - Confidentiality - Perserverance	
COMMUNICATIONS	
<u>PERFORMANCE MODES</u>	<u>EXAMPLES</u>
Speaking	Person-to-person, telephone
	<u>SKILLS/CONCEPTS</u> Appropriate diction, clarity of expression, vocabulary, usage, logic, emotional appeals, technical terminology, poise, enunciation, persuasion

Duty B Maintaining Department Personnel Level

- 1 Keep proper number of employees in payroll department
- 2 Train new employees
- 3 Initiate status changes
- 4 Maintain employee records

(TASK STATEMENT)

KEEP PROPER NUMBER OF EMPLOYEES IN PAYROLL DEPARTMENT

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY - HAZARD
Application Job description Personnel forms	Sub-tasks Interview applicants Select new employee Have all necessary forms completed (W-2, authorization cards, etc.) Evaluate the appropriate number of necessary job positions Obtain approval for hiring new employee	See appendix
<u>DECISIONS</u> Determine who to hire Determine how many to recommend to hire	<u>CUES</u> Personality Appearance Skills Background References	<u>ERRORS</u> Over or under loaded personnel

(TASK STATEMENT) KEEP PROPER NUMBER OF EMPLOYEES IN PAYROLL DEPARTMENT

SCIENCE	MATH - NUMBER SYSTEMS	
A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following personality traits: Honesty Accuracy Reliability Integrity Loyalty Adaptability Flexibility Confidentiality Perseverance	Basic arithmetic skills and concepts relating to establishing and maintaining payroll personnel Ratio and proportion	
COMMUNICATIONS		
<u>PERFORMANCE MODES</u>	<u>EXAMPLES</u>	<u>SKILLS/CONCEPTS</u>
Speaking	Interpret company policies	Appropriate diction, clarity of expression, vocabulary, details and inference, recommendation report, poise, enunciation
Writing	Interpret company policies, job description	Recommendation report, technical terminology, clarity of expression
Reading	Company policies, reports	Comprehension, terminology

(TASK STATEMENT) TRAIN NEW EMPLOYEE

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY - HAZARD
Payroll procedures manual Machines employee would use (ie: calculator, adding machine, typewriter, posting machine, postage meter, etc.)	Sub-tasks Orient employee as to company policies Explain specific duties and tasks Assign and explain preliminary tasks Gradually increase workload Check for accuracy	See appendix
<u>DECISIONS</u> Determine if employee is prepared to advance to more difficult tasks	<u>CUES</u> Apparent discrepancies	<u>ERRORS</u> Dissatisfied employee or untrained employee

(TASK STATEMENT) TRAIN NEW EMPLOYEES

SCIENCE	MATH - NUMBER SYSTEMS
A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following personality traits: - Honesty - Accuracy - Reliability - Integrity - Loyalty - Adaptability - Flexibility - Confidentiality - Perserverance	Basic arithmetic skills and concepts relating to the entire scope of the tasks of a payroll clerk
COMMUNICATIONS	
PERFORMANCE MODES	EXAMPLES
Speaking	Interpret company policy pertaining to training procedures
Reading	Instructions
SKILLS/CONCEPTS	
Appropriate diction, clarity of expression, vocabulary, usage, emotional appeals, process report, description of mechanics, technical terminology, poise, enunciation, persuasion Comprehension, terminology, process/instructions	

(TASK STATEMENT) INITIATE STATUS CHANGES

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY — HAZARD
Status changes forms Typewriter	Sub-tasks Initiate employee raises Promote employee Transfer employee Obtain management approval	See appendix
<u>DECISIONS</u> Determine who to promote Determine when to promote an employee Determine where to promote an employee	<u>CUES</u> Areas of proficiency Personnel records	<u>ERRORS</u> Promoting or transferring wrong employee

(TASK STATEMENT) INITIATE STATUS CHANGES

SCIENCE	MATH - NUMBER SYSTEMS
A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following personality traits: Honesty Accuracy Reliability Integrity Loyalty Adaptability Flexibility Confidentiality Perseverance	Basic arithmetic skills and concepts relating to company budget and particularly the pay scale Addition and subtraction of whole numbers [Compute new wages]
COMMUNICATIONS	
<u>PERFORMANCE MODES</u>	<u>EXAMPLES</u>
Speaking Writing	Reports, forms Reports Employee to machine
<u>SKILLS/CONCEPTS</u>	
Clarity of expression, recommendation reports, vocabulary, usage, spelling logic Recommendation report, penmanship, mechanics of writing memo Typing	

(TASK STATEMENT) MAINTAIN EMPLOYEE RECORDS

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY — HAZARD
Employee history record Attendance list Evaluation forms Sick leave records File folders Filing cabinets Typewriter	Sub-tasks Keep attendance records Record status changes Maintain sick leave records Maintain vacation schedules Prepare employee's evaluation File records	See appendix
<u>DECISIONS</u> Determine if work is accurate	<u>CUES</u> Apparent discrepancies	<u>ERRORS</u> Incorrect information recorded

(TASK STATEMENT) MAINTAIN EMPLOYEE RECORDS

SCIENCE	MATH - NUMBER SYSTEMS
A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following personality traits: Honesty Accuracy Reliability Integrity Loyalty Adaptability Flexibility Confidentiality Perserverance	Addition and subtraction of whole numbers Given a coding system, recognize and identify each unit involved by assigning necessary symbols, numerical or literal (filing codes for company) Locate by approximation rational numbers and integers on the number line (sequential ordering) Read and interpret charts, tables, and/or graphs (vacation schedules and other charts)
PERFORMANCE MODES	COMMUNICATIONS
Writing Reading	<u>EXAMPLES</u> Records, interpret company policy Employee to machine Interpret company policy, records <u>SKILLS/CONCEPTS</u> Penmanship, mechanics of writing memo, technical terminology, typing Comprehension, technical terminology

Duty C Maintaining and Establishing Communications of the Payroll Department

- 1 Process incoming mail
- 2 Process outgoing mail
- 3 Greet and assist visitors
- 4 Collect and provide data at meetings
- 5 Prepare miscellaneous payroll reports

(TASK STATEMENT) PROCESS INCOMING MAIL

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY - HAZARD
Letter opener (electric or manual) Time stamp Routing slip Sorting bins or trays Photocopying machine Mail register Typewriter	Sub-tasks Receive incoming mail a) open b) date c) sort d) route Keep mail records a) register mail b) prepare for filing	See appendix
<u>DECISIONS</u> Determine where to route mail Determine if work is accurate Determine whether to open mail	<u>CUES</u> Apparent discrepancies Marked 'personal'	<u>ERRORS</u> Late mail delivery Loss of efficiency Open a personal letter by mistake Lost mail

(TASK STATEMENT) PROCESS INCOMING MAIL

SCIENCE	MATH - NUMBER SYSTEMS
A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following personality traits: - Honesty - Accuracy - Reliability - Integrity - Loyalty - Adaptability - Flexibility - Confidentiality - Perserverance	Locate by ~~approximation~~, rational numbers and integers on the number line (sequential ordering) [dating] Given a coding system, recognize and identify each unit involved by assigning necessary symbols, numerical or literal [coding]
PERFORMANCE MODES	COMMUNICATIONS
Reading Writing	<u>EXAMPLES</u> Addresses, reports, interpret company policy Records Employee to machine <u>SKILLS/CONCEPTS</u> Process report, comprehension, speed Penmanship, clarity of expression, vocabulary, usage, technical terminology, process report Typing

(TASK STATEMENT)

PROCESS OUTGOING MAIL

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TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY - HAZARD
Envelopes Letters Postage meter or stamps Folding machine Addressing machine Typewriter	Sub-tasks Prepare mail a) fold b) insert c) seal d) stamp e) write f) address Approve outgoing mail verify contents Trace mail Recall mail	See appendix
Class of mail to use (ie: 1st class 2nd class, 3rd class, 4th class, air mail, special delivery, special handling, certified, insured, and COD)	Type of mail: bulk importance security needed speed of delivery	<u>ERRORS</u> Lost mail Late mail Stolen mail Incorrectly addressed mail
<u>DECISIONS</u>	<u>CUES</u>	

(TASK STATEMENT) PROCESS OUTGOING MAIL

SCIENCE	MATH - NUMBER SYSTEMS
A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following personality traits: - Honesty - Accuracy - Reliability - Integrity - Loyalty - Adaptability - Flexibility - Confidentiality - Perserverance	Addition and subtraction of whole numbers [how much postage] Multiplication and division with whole numbers Measures of weight [weight of packages and letters] Read and interpret charts, tables, and/or graphs [interpret postage charts] Given a coding system, recognize and identify each unit involved by assigning necessary symbols, numerical or literal [coding mail]

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Reading Writing	Records, reports, interpret company policy Records Employee to machine	Process report, comprehension, speed Penmanship, clarity of expression, vocabulary, usage, technical terminology, process report Typing

(TASK STATEMENT) GREET AND ASSIST VISITORS

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY - HAZARD
Pertinent source document Telephone	Sub-tasks Interpret company policy to visitors Welcome visitors Announce visitors Keep record of visitors	See appendix
<u>DECISIONS</u>	<u>CUES</u>	<u>ERRORS</u>
Determine what information would be given out Determine what visitors would be let beyond first door	Confidentiality of records, authorization Interpret company policy	Releasing information to unauthorized person

(TASK STATEMENT) GREET AND ASSIST VISITORS

SCIENCE	MATH - NUMBER SYSTEMS
A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following personality traits: - Honesty - Accuracy - Reliability - Integrity - Loyalty - Adaptability - Flexibility - Confidentiality - Perserverance	
COMMUNICATIONS	
<u>PERFORMANCE MODES</u>	<u>EXAMPLES</u>
Speaking	Employee to visitors Telephone
Writing	Records
<u>SKILLS/CONCEPTS</u> Appropriate diction, clarity of expression, usage, emotional appeals, poise, enunciation, persuasion, vocabulary Denotation, connotation words, vocabulary, detail/inference, logic	

(TASK STATEMENT) COLLECT AND PROVIDE DATA AT MEETINGS

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY - HAZARD
Pertinent source document	Sub-tasks - Organize staff meetings - Coordinate payroll department with rest of company - Attend public relations meetings - Obtain feedback for payroll department	See appendix
<u>DECISIONS</u> Determine what information would be given out to employees and to other departments	<u>CUES</u> Confidentiality of records and data	<u>ERRORS</u> Release information to unauthorized persons

(TASK STATEMENT) COLLECT AND PROVIDE DATA AT MEETINGS

SCIENCE	MATH - NUMBER SYSTEMS
A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following personality traits: - Honesty - Accuracy - Reliability - Integrity - Loyalty - Adaptability - Flexibility - Confidentiality - Perserverance	Basic arithmetic skills and concepts
PERFORMANCE MODES	COMMUNICATIONS
Speaking Writing Reading	<u>EXAMPLES</u> Employee to employee at meetings Reports, records Reports, records <u>SKILLS/CONCEPTS</u> Diction, clarity of expression, vocabulary, logic, emotional appeals, recommendation reports, process reports, physical experiment report proposal, progress reports, poise, enunciation, persuasion Detail inference, logic, denotative, connotative words, usage, spelling, diction, clarity of expression, vocabulary, logic, emotional appeal, recommendation report, process report, physical experiment reports poise, enunciation, persuasion Comprehension

(TASK STATEMENT)

PREPARE MISCELLANEOUS PAYROLL REPORTS

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY - HAZARD
Typewriter Calculator or adding machine Employee history records Pertinent forms and reports Computer printouts	Sub-tasks Prepare accident reports Prepare hospitalization reports Prepare union reports and forms Prepare unemployment compensation forms and reports Prepare payroll statistics a) total hours worked b) overtime hours c) overtime premium costs Supply data for references	See appendix
<u>DECISIONS</u> Determine if deadlines are met Determine if information is recorded accurately	<u>CUES</u> Apparent discrepancies	<u>ERRORS</u> Transposition errors Incorrect information recorded Late payments

(TASK STATEMENT) PREPARE MISCELLANEOUS PAYROLL REPORTS

SCIENCE	MATH - NUMBER SYSTEMS
A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following personality traits: - Honesty - Accuracy - Reliability - Integrity - Loyalty - Adaptability - Flexibility - Confidentiality - Perserverance	Arithmetic and geometric Basic skills and concepts with emphasis on: Constructing and interpreting graphs, tables, and charts Basic statistical concepts and techniques
PERFORMANCE MODES	COMMUNICATIONS
Writing Reading	<u>EXAMPLES</u> Reports Interpret company policies pertaining to required payroll reports <u>SKILLS/CONCEPTS</u> Technical terminology, clarity of expression, vocabulary, usage, spelling, penmanship, recommendation report, mechanics of writing memo, process report, proposals, definition, typing Comprehension, speed, terminology

Duty D Preparing Employer Tax Reports

- 1 Prepare form W-2 (wage and tax statements)
- 2 Prepare employer FICA and income tax forms
- 3 Prepare city and state income tax forms
- 4 Prepare federal and state unemployment forms

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(TASK STATEMENT) PREPARE FORM W-2 (WAGE AND TAX STATEMENT)

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY - HAZARD
Calculator or adding machine Computer Typewriter Employee's earning record W-2 forms	Sub-tasks Record employee's tax number Record employee's name, address and social security number Record total income earned Record total Federal Income taxes withheld Record total taxable FICA wages Record total FICA taxes withheld Record total state taxes withheld Record total city taxes withheld Verify W-2 totals against ledger totals Distribute W-2's to employees	See appendix
<u>DECISIONS</u> Determine if information is recorded accurately Determine deadlines that need to be met	<u>CUES</u> Compare to ledger accounts Apparent discrepancies	<u>ERRORS</u> Transposition errors Incorrect information recorded Late filing of W-2 forms

(TASK STATEMENT)

PREPARE FORM W-2 (WAGE AND TAX STATEMENT)

SCIENCE	MATH - NUMBER SYSTEMS
A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following personality traits: Honesty Accuracy Reliability Integrity Loyalty Adaptability Flexibility Confidentiality Perseverance	Addition and subtraction of whole numbers Given a coding system, recognize and identify each unit involved by assigning necessary symbols, numerical or literal [Social security number and employer identification number] Properties of the addition and subtraction operations of the real numbers system (shortcuts) i.e. Inverse (check by subtraction) transposition error (division by 9)
PERFORMANCE MODES	COMMUNICATIONS
Reading Writing	<u>EXAMPLES</u> Interpret government regulations pertaining to preparation of W-2 forms Working knowledges of terms and fundamentals of payroll procedures in preparation of W-2 forms Forms <u>SKILLS/CONCEPTS</u> Comprehension, technical terminology Penmanship, typing

(TASK STATEMENT) PREPARE EMPLOYER FICA AND INCOME TAX FORMS

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY - HAZARD
Federal Tax Deposit (Form 501) Payroll register or computer printout Employer's quarterly Federal Tax Return (Form 941) Reconciliation of income tax withheld and transmittal of wage and tax statements (Form W-3) Adding machine or calculator Typewriter	Sub-tasks Compute amount of FICA from total taxable wages Compute amount of income tax withheld Transfer totals from payroll register to proper tax forms Prepare appropriate checks Verify accuracy Send forms to appropriate governmental agency or bank	See appendix
<u>DECISIONS</u> Determine how often taxes must be paid Determine if figures are accurate Determine which tax form to use Determine filing deadline dates	<u>CUES</u> Apparent discrepancies Governmental regulations	<u>ERRORS</u> Late payment Transposition errors Inaccurate figures

(TASK STATEMENT) PREPARE EMPLOYER FICA AND INCOME TAX FORMS

SCIENCE	MATH - NUMBER SYSTEMS
A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following personality traits: - Honesty - Accuracy - Reliability - Integrity - Loyalty - Adaptability - Flexibility - Confidentiality - Perserverance	Addition and subtraction of whole numbers, Multiplication and division with whole numbers, Addition and subtraction of decimal fractions, Multiplication and division of decimal fractions, Rounding off decimals and whole numbers, Locate by approximation rational numbers and integers on the number line (sequential ordering), [Alphabetical ordering of employee's names] [Transfer totals] Read and interpret charts, tables, and/or graphs, [FICA tables and income tax tables] Change percents to decimals and decimals to percents, Finding a percent of a number and estimation, Given a coding system, recognize and identify each unit involved by assigning necessary symbols, numerical or literal, [Social security number and employer identification number] Properties of the addition and subtraction operations of the real number system (shortcuts), i.e., Inverse (check-subtraction) transposition error (division by 9)
PERFORMANCE MODES	COMMUNICATIONS
Reading Writing	<u>EXAMPLES</u> Interpret governmental regulation pertaining to FICA and federal income taxes Working knowledge of terms and fundamentals of FICA and federal income taxes Forms <u>SKILLS/CONCEPTS</u> Comprehension, technical terminology Penmanship, typing

(TASK STATEMENT) PREPARE CITY AND STATE INCOME TAX FORMS

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY - HAZARD
City return of tax withheld State return of tax withheld Adding machine or calculator Typewriter Reconciliation of monthly or quarterly returns for city income tax withheld from wages Reconciliation of monthly or quarterly returns for state income tax withheld from wages	Sub-tasks Compute amount for city tax based on total wages paid Compute amounts for state tax based on total wages paid Prepare appropriate tax forms Prepare appropriate checks Verify for accuracy Send forms to appropriate governmental agency or bank	See appendix
<u>DECISIONS</u> Determine how often taxes must be paid Determine deadline dates Determine which tax form to use Determine if figures are accurate	<u>CUES</u> Apparent discrepancies Governmental regulations	<u>ERRORS</u> Late payment Transposition errors

(TASK STATEMENT) PREPARE CITY AND STATE INCOME TAX FORMS

SCIENCE	MATH - NUMBER SYSTEMS
A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following personality traits: Honesty Accuracy Reliability Integrity Loyalty Adaptability Flexibility Confidentiality Perserverance	Addition, subtraction, multiplication, and division of whole numbers, Addition, subtraction, multiplication, and division of decimal fractions, Rounding off decimals and whole numbers, Locate by approximation rational numbers and integers on the number line (sequential ordering), [Alphabetical ordering of employee's names] [Transfer totals] Read and interpret charts, tables, and/or graphs, [State and city income tax tables] [FICA tables and income tax tables] Change percents to decimals and decimals to percents, Finding a percent of a number, also estimation, Given a coding system, recognize and identify each unit involved by assigning necessary symbols, numerical or literal, [Social security number and employer identification number] Properties of the addition and subtraction operations of the real number system (shortcuts) i.e.. [Inverse (check by subtraction) transposition error (division by 9)]
PERFORMANCE MODES	COMMUNICATIONS
Reading Writing	<u>EXAMPLES</u> Interpret governmental regulations concerning city and state income taxes Working knowledge of terms and fundamentals of city and state income taxes Employee to machine Machine to employee Forms <u>SKILLS/CONCEPTS</u> Comprehension, technical terminology Adding machine, computer, typewriter Computer printouts, adding machine tapes Penmanship, typing

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(TASK STATEMENT) PREPARE FEDERAL AND STATE UNEMPLOYMENT FORMS

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY - HAZARD
Calculator or adding machine Computer Typewriter Payroll register State unemployment compensation forms Federal unemployment tax return- (Form 940) Schedule B-computation of taxable wages Employer's annual federal unemploy- ment tax return (Form 940) Form 940-Schedule A	Sub-tasks Select appropriate form Prepare state unemployment compen- sation and reconciliation following state's instructions using inform- ation found in payroll register Compute taxable wages for Schedule B Prepare Schedule A (credit for taxes paid to the state) Prepare Form 940 using information in Schedules A and B and the assigned contribution rate Prepare checks for payment of taxes Submit forms and payments to proper government agency	See appendix
<u>DECISIONS</u>	<u>CUES</u>	<u>ERRORS</u>
Determine filing deadlines Determine which form is needed Determine if information is accurate	Government regulations Apparent discrepancies	Late filing Incorrect information recorded

(TASK STATEMENT)

PREPARE FEDERAL AND STATE UNEMPLOYMENT FORMS

SCIENCE	MATH - NUMBER SYSTEMS
A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following personality traits: Honesty Accuracy Reliability Integrity Loyalty Adaptability Flexibility Confidentiality Perserverance	Addition, subtraction, multiplication, and division of whole numbers, Addition, subtraction, multiplication, and division of decimal fractions, Rounding off decimals and whole numbers, Locate by approximation rational numbers and integers on the number line (sequential ordering), [Alphabetical ordering of employee's names] [Transfer totals] Read and interpret charts, tables, and/or graphs, [Federal and state unemployment forms] [FICA tables and income tax tables] [Change percents to decimals and decimals to percents] [Finding a percent of a number, also estimation] Given a coding system, recognize and identify each unit involved by assigning necessary symbols, numerical or literal, [Social security number and employer identification number] Properties of the addition and subtraction operations of the real number system (shortcuts) i.e., [Inverse (check by subtraction) transposition error (division by 9)]
PERFORMANCE MODES	COMMUNICATIONS
Reading Writing	<u>EXAMPLES</u> Interpret federal government regulations pertaining FUTA (Federal Unemployment Tax Act) Interpret state governmental regulations pertaining to unemployment taxes Computer to employee Employee to typewriter Employee to calculator or adding machine Employee to computer Forms <u>SKILLS/CONCEPTS</u> Comprehension, technical terminology Penmanship, typing

Duty E Establishing and Maintaining Files

- 1 Set up filing system
- 2 Prepare materials for the files
- 3 Sort the materials
- 4 Cross-reference material
- 5 Arrange and place material
- 6 Care for the records

(TASK STATEMENT) SET UP FILING SYSTEM

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY - HAZARD
File folders File cabinets Label file File guides-primary and secondary Drawer labels Typewriter	Sub-tasks Determine method of filing alphabetical name alphabetical subject geographic numeric chronological Prepare file folders Arrange folders in drawers Label drawers	See appendix
<u>DECISIONS</u> Determine which method of filing to use Determine if filing rules are followed consistently	<u>CUES</u> Apparent discrepancies Rules of filing	<u>ERRORS</u> Inefficient system

(TASK STATEMENT) SET UP FILING SYSTEM

SCIENCE	MATH - NUMBER SYSTEMS	
A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following personality traits: Honesty Accuracy Reliability Integrity Loyalty Adaptability Flexibility Confidentiality Perverserance	Locate by approximation rational numbers and integers on the number line (sequential ordering) [numeric or alphabetical according to system used] Given a coding system, recognize and identify each unit involved by assigning necessary symbols, numerical or literal [Coding system used by company]	
COMMUNICATIONS		
PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Writing	Interpret company policy pertaining to filing procedures Knowledge of terms and procedures used in filing Labels Labels	Classification, typing, penmanship, technical terminology, vocabulary, spelling Typing Comprehension, speed, terminology
Reading		

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(TASK STATEMENT) PREPARE MATERIALS FOR THE FILES

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY - HAZARD
Materials to be filed Colored pencil	Sub-tasks Collect paper for files Inspect materials release mark examine for completeness remove paper clips, rubber bands, or straight pins Index materials scan or read each document determine how document is to be filed Code each document break into index units write subject in upper right corner	See appendix
<u>DECISIONS</u> Discriminate between documents to be filed Determine proper order	<u>CUES</u> Apparent discrepancies Rules of filing	<u>ERRORS</u> Misfiled documents

(TASK STATEMENT) PREPARE MATERIALS FOR THE FILES

SCIENCE	MATH - NUMBER SYSTEMS
A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following personality traits: - Honesty - Accuracy - Reliability - Integrity - Loyalty - Adaptability - Flexibility - Confidentiality - Perserverance	Locate by approximation rational numbers and integers on the number line (sequential ordering) [Sequence order-numerical filing with emphasis on decimals] Given a coding system, recognize and identify each unit involved by assigning necessary symbols, numerical or literal [Coding system used by company]
PERFORMANCE MODES	COMMUNICATIONS
Writing Reading	<u>EXAMPLES</u> Interpret company policy pertaining to filing procedures Knowledge of terms and procedures used in preparing materials for the file Documents <u>SKILLS/CONCEPTS</u> Classification, technical terminology, vocabulary, spelling, typing, penmanship Comprehension, speed

(TASK STATEMENT) SORT THE MATERIAL

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY - HAZARD
Sorting tray Material to be filed	Sub-tasks Break down into groupings Fine sort each grouping	See appendix
<u>DECISIONS</u> Discriminate between materials	<u>CUES</u> Rules of filing and the system used	<u>ERRORS</u> Misfiled materials

(TASK STATEMENT) SORT THE MATERIAL

SCIENCE	MATH - NUMBER SYSTEMS	
A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following personality traits: Honesty Accuracy Reliability Integrity Loyalty Adaptability Confidentiality Perservance Flexibility	Locate by approximation rational numbers and integers on the number line (sequential ordering) [Sequential ordering-numerical filing] Property of comparison greater than, less than, equal to	
COMMUNICATIONS		
<u>PERFORMANCE MODES</u>	<u>EXAMPLES</u>	<u>SKILLS/CONCEPTS</u>
Reading	Interpret company policy pertaining to filing procedures Knowledge of terms and procedures used in filing	Classification, speed, vocabulary

(TASK STATEMENT) CROSS-REFERENCE MATERIAL

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY — HAZARD
File folders File labels Cross-reference sheets Photo copy machine	Sub-tasks Determine name or subject to be cross referenced Record on cross-reference sheet Prepare photo copy of original Prepare cross-reference guide Prepare (label, etc.) folder for cross-referenced material	See appendix
<u>DECISIONS</u> Determine information that requires cross-referencing Use consistency in following rules and procedures in filing	<u>CUES</u> Apparent discrepancies System used Rules of filing	<u>ERRORS</u> Incomplete files

(TASK STATEMENT) CROSS-REFERENCE MATERIAL

SCIENCE	MATH - NUMBER SYSTEMS
A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following personality traits: Honesty Accuracy Reliability Integrity Loyalty Adaptability Confidentiality Perseverance Flexibility	Locate by approximation rational numbers and integers on the number line (sequential ordering) [Sequential order with numeric filing] Given a coding system, recognize and identify each unit involved by assigning necessary symbols, numerical or literal [Coding system used by company]
COMMUNICATIONS	
<u>PERFORMANCE MODES</u>	<u>EXAMPLES</u>
Reading Writing	<u>SKILLS/CONCEPTS</u> Classification, speed, comprehension, technical terminology, vocabulary Vocabulary, spelling, penmanship, typing

(TASK STATEMENT)

ARRANGE AND PLACE MATERIAL

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY - HAZARD
File drawers File folders Material to be filed	Sub-tasks Place records in the file Locate proper file drawer Locate proper file folder If there is an individual or special folder-file there If there is not a special folder-file in miscellaneous folder for the section Arrange material in folder Have the front of an item facing the front of the folder With individual folders, arrange according to date With miscellaneous folders, arrange alphabetically	See appendix
<u>DECISIONS</u> Select proper folder Determine how to arrange material in the folders	<u>CUES</u> Apparent discrepancies Rules of filing	<u>ERRORS</u> Misfiled information

(TASK STATEMENT) ARRANGE AND PLACE MATERIAL

SCIENCE	MATH - NUMBER SYSTEMS
A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following personality traits: - Honesty - Accuracy - Reliability - Integrity - Loyalty - Adaptability - Confidentiality - Perserverance - Flexibility	Locate by approximation rational numbers and integers on the number line (sequential ordering) [sequential order with numeric systems] Given a coding system, recognize and identify each unit involved by assigning necessary symbols, numerical or literal [Coding system used by company]
COMMUNICATIONS	
<u>PERFORMANCE MODES</u> Reading	<u>EXAMPLES</u> Interpret company policy pertaining to filing procedures Knowledge of terms and procedures in filing <u>SKILLS/CONCEPTS</u> Classification, technical terminology vocabulary, speed, comprehension

(TASK STATEMENT)

CARE FOR THE RECORDS

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TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY - HAZARD
Microfilming equipment Photo copy equipment Record retention schedule Charge-out forms Out guides Out folders Carrier folder Substitution cards Requisition card Card tickler files Follow-up folders Microfilm reader	Sub-tasks Protect from destruction Microfilm Photo copy Fire-proof files Lock confidential files Periodic analysis of records Transfer records from active to inactive files Prepare record retention schedule Prepare charge out requisitions Follow-up Prepare card tickler files and follow-up folders Retain files for legally acceptable time periods	See appendix
<u>DECISIONS</u> Determine what protection device to use	<u>CUES</u> Apparent discrepancies filing procedures for care of records	<u>ERRORS</u> Loss or destruction of records

(TASK STATEMENT) CARE FOR THE RECORDS

SCIENCE	MATH - NUMBER SYSTEMS
A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following personality traits: - Honesty - Accuracy - Reliability - Integrity - Loyalty - Adaptability - Confidentiality - Perserverance - Flexibility	Locate by approximation rational numbers and integers on the number line (sequential ordering) [Sequential ordering with numeric systems] Given a coding system, recognize and identify each unit involved by assigning necessary symbols, numerical or literal [Coding system used by company for microfilming]
PERFORMANCE MODES	COMMUNICATIONS
Reading Writing	<u>EXAMPLES</u> Interpret company policy pertaining to filing procedures Knowledge of terms and procedures in filing Employee to microfilming and photo copy machine Filling out forms <u>SKILLS/CONCEPTS</u> Comprehension, vocabulary, technical terminology Spelling, vocabulary, typing

Duty F Preparing Individual Employee Records

- 1 Process employee application
- 2 Process employee withholding and other deduction authorizations
- 3 Up-date employee records

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(TASK STATEMENT)

PROCESS EMPLOYEE APPLICATION

63

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY - HAZARD
Employment application Employee's history record Files Typewriter Telephone	Sub-tasks Secure completed application Verify completeness of application Secure any additional information required (ie. social security no.) Obtain reference verification, if necessary Compute correct wage Record information on appropriate records File application in employee history record	See appendix
<u>DECISIONS</u> Determine if application is complete and accurate Verify employment position classification	<u>CUES</u> Company policy Apparent discrepancies	<u>ERRORS</u> Hiring under or over qualified person

(TASK STATEMENT) PROCESS EMPLOYEE APPLICATION

SCIENCE	MATH - NUMBER SYSTEMS
A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following personality traits: Honesty Accuracy Reliability Integrity Loyalty Adaptability Confidentiality Perseverance Flexibility	Given a coding system, recognize and identify each unit involved by assigning necessary symbols, numerical or literal [Coding system used by company concerning employee records] Read and interpret charts, tables, and/or graphs [Wage or salary schedules] [Basic arithmetic skills and concepts]
COMMUNICATIONS	
<u>PERFORMANCE MODES</u>	<u>EXAMPLES</u>
Speaking Writing Reading	<u>SKILLS/CONCEPTS</u> Poise, diction, enunciation Typing, penmanship, business letter format and content Comprehension, technical terminology instructions

(TASK STATEMENT)

PROCESS EMPLOYEE'S WITHHOLDING CERTIFICATE AND OTHER DEDUCTION AUTHORIZATIONS FORMS

65

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY - HAZARD
Employee Withholding Certificate (W-4, State, and appropriate authorization forms) Employee earnings record Employee history record Payroll register File Typewriter Adding machine or calculator Computer Telephone	Sub-tasks Secure W-4 form from each employee Verify completeness of W-4 form Record data on employee earnings record Record data on history record Record data on payroll register File W-4 form Update records when necessary	See appendix
<u>DECISIONS</u> Determine completeness of W-4 form Determine accuracy of recorded data	<u>CUES</u> Apparent discrepancies Governmental regulations	<u>ERRORS</u> Incorrect information recorded

(TASK STATEMENT) PROCESS EMPLOYEE'S WITHHOLDING CERTIFICATE AND OTHER DEDUCTION AUTHORIZATION FORMS

SCIENCE	MATH - NUMBER SYSTEMS
A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following personality traits: - Honesty - Accuracy - Reliability - Integrity - Loyalty - Adaptability - Confidentiality - Perserverance - Flexibility	Basic arithmetic skills and concepts relating particularly to withholding system and charts Given a coding system, recognize and identify each unit involved by assigning necessary symbols, numerical or literal [In reference to federal withholding charts and other deductions such as hospitalization, union, etc.]
COMMUNICATIONS	
<u>PERFORMANCE MODES</u>	<u>EXAMPLES</u>
Reading Speaking Writing	<u>SKILLS/CONCEPTS</u> Vocabulary, comprehension, technical terminology Diction, vocabulary, clarity of expression, usage Penmanship, typing, logic, usage

(TASK STATEMENT)

UPDATE EMPLOYEE RECORDS

67

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY - HAZARD
Employee's history record Employee's earnings record Authorization forms File Calculator or adding machine Computer Typewriter Telephone	Sub-tasks Obtain additional authorization for voluntary deductions Obtain signed status changes Obtain signed exemption statement changes Obtain salary changes Record changes on all affected payroll records Periodically audit on information File authorization in employee's history record File employee's history record	See appendix
<u>DECISIONS</u> Verify that all changes are authorized Verify that all information recorded is correct	<u>CUES</u> Apparent discrepancies	<u>ERRORS</u> Incorrect payment Incorrect information recorded

(TASK STATEMENT) UPDATE EMPLOYEE RECORDS

SCIENCE	MATH - NUMBER SYSTEMS
A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following personality traits: - Honesty - Accuracy - Reliability - Integrity - Loyalty - Adaptability - Confidentiality - Perserverance - Flexibility	Basic arithmetic skills and concepts relating particularly to withholding system and charts Given a coding system, recognize and identify each unit involved by assigning necessary symbols, numerical or literal [In reference to federal withholding charts and other deductions such as hospitalization, union, etc.]
COMMUNICATIONS	
<u>PERFORMANCE MODES</u>	<u>EXAMPLES</u>
Writing Reading Speaking	<u>SKILLS/CONCEPTS</u> Clarity of expression, spelling, penmanship, typing, technical terminology, vocabulary Comprehension, vocabulary, technical terminology Diction, clarity of expression

Duty G Computing Wages and Salaries

- 1 Compute wages of hourly employees
- 2 Compute wages of salaried employees
- 3 Compute wages of commission employees
- 4 Compute wages of piecerate employees
- 5 Compute wages of employees earning tips
- 6 Compute employee bonuses
- 7 Compute employee's holiday and vacation pay
- 8 Compute employee's non-taxable wages

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY - HAZARD
Employee Withholding Certificate (W-4, State, and appropriate authorization forms) Employee earnings record Employee history record Payroll register File Typewriter Adding machine or calculator Computer Telephone	Sub-tasks Secure W-4 form from each employee Verify completeness of W-4 form Record data on employee earnings record Record data on history record Record data on payroll register Fill W-4 form Update records when necessary	See appendix
<u>DECISIONS</u> Determine completeness of W-4 form Determine accuracy of recorded data	<u>CUES</u> Apparent discrepancies Governmental regulations	<u>ERRORS</u> Incorrect information recorded

(TASK STATEMENT) COMPUTE WAGES OF HOURLY EMPLOYEES

SCIENCE	MATH - NUMBER SYSTEMS	
A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following personality traits: Honesty Accuracy Reliability Integrity Loyalty Adaptability Confidentiality Perseverance Flexibility	Basic arithmetic skills and concepts Measure of time and converting to fractional parts of an hour Read and interpret charts, tables, and/or graphs [Wage Classification Schedule Rate] Understanding and solving numerical formulas with regard to the order of operations (i.e. wage and salary schedules) Property of real number system i.e. distributive property (wage and overtime computation)	
COMMUNICATIONS		
PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Writing	Filling out forms Employee to machine Records and forms Interpret company policies pertaining to hourly and overtime wages	Technical terminology, vocabulary, typing, penmanship Comprehension, vocabulary, technical terminology
Reading		

(TASK STATEMENT) COMPUTE WAGES OF SALARIED EMPLOYEES

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY - HAZARD
Calculator or adding machine Employee history record Time card, time sheet or any notice of hours worked Employee earnings record Computer Typewriter	Sub-tasks Verify total hours worked to attendance records Determine number of (if any) over- time hours worked Calculate overtime rate Calculate overtime wages Combine regular salary and overtime wages to calculate total wages Apply reasonability test	See appendix
<u>DECISIONS</u> Decide if wages are accurate Decide if overtime is permitted	<u>CUES</u> Mathematical figure Company policy Apparent discrepancies	<u>ERRORS</u> Incorrect payment

(TASK STATEMENT) COMPUTE WAGES OF SALORIED EMPLOYEES

SCIENCE	MATH - NUMBER SYSTEMS
A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following personality traits: - Honesty - Accuracy - Reliability - Integrity - Loyalty - Adaptability - Confidentiality - Perserverance - Flexibility	Basic arithmetic skills and concepts Measure of time and converting to fractional parts of an hour Read and interpret charts, tables, and/or graphs [Wage Classification Schedule Rate] Understanding and solving numerical formulas with regard to the order of operations [i.e. wage and salary schedules] Property of real number system i.e. distributive property (wage and overtime computation)
PERFORMANCE MODES	COMMUNICATIONS
Writing Reading	<u>EXAMPLES</u> Filling out forms Employee to machine Records and forms Interpret company policies pertaining to saloried employee and over-time wages <u>SKILLS/CONCEPTS</u> Technical terminology, vocabulary, typing, penmanship Comprehension, vocabulary, technical terminology

(TASK STATEMENT)

COMPUTE WAGES OF COMMISSION EMPLOYEES

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY - HAZARD
Calculator or adding machine Employee's sales record Employee earnings record Employee history record Computer Sales commission authorizations Typewriter	Sub-tasks Calculate total sales Calculate minimum quota Calculate sales on which commission is earned Record commission rate Calculate commission Obtain commission authorizations Combine commission and guaranteed base if salary-commission plan applies Apply reasonability test	See appendix
<u>DECISIONS</u> Determine if sales figures are accurate Determine if commission rates are accurate	<u>CUES</u> Sales records Company policy Apparent discrepancies	<u>ERRORS</u> Incorrect payment

(TASK STATEMENT)

COMPUTE WAGES OF COMMISSION EMPLOYEES

SCIENCE		MATH - NUMBER SYSTEMS
A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following personality traits: Honesty Accuracy Reliability Integrity Loyalty Adaptability Confidentiality Perseverance Flexibility	Basic arithmetic skills and concepts with emphasis on percents Property of real number system i.e. distributive property (salary and commission) Read and interpret charts, tables, and/or graphs Commission tables Understanding and solving numerical formulas with regard to the order of operations i.e. commission and/or salary scale	
COMMUNICATIONS		
<u>PERFORMANCE MODES</u>	<u>EXAMPLES</u>	<u>SKILLS/CONCEPTS</u>
Writing	Filling in forms Employee to machine	Technical terminology, penmanship, typing
Reading	Interpret company policies pertaining to commission plan and salary-commission plan Records and forms	Comprehension, vocabulary, technical terminology

(TASK STATEMENT) COMPUTE WAGES OF PIECERATE EMPLOYEES

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY — HAZARD
Calculator or adding machine Employee's earnings record Employee history record Production records Computer Typewriter	Sub-tasks Calculate total production Record piecerate pay Calculate production on which piece- rate is earned Calculate piecerate earnings Combine piecerate and base salary if salary-piecerate plan applies Apply reasonability test	See appendix
<u>DECISIONS</u> Determine if production figures are accurate Determine if piecerate is accurate	<u>CUES</u> Production records Company policy Apparent discrepancies	<u>ERRORS</u> Incorrect payment

(TASK STATEMENT) COMPUTE WAGES OF PIECERATE EMPLOYEES

SCIENCE	MATH - NUMBER SYSTEMS	
A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following personality traits: Honesty Accuracy Reliability Integrity Loyalty Adaptability Confidentiality Perseverance Flexibility	Basic arithmetic skills and concepts with emphasis on ratio and proportions Read and interpret charts, tables, and/or graphs [Piecerate tables] Understanding and solving numerical formulas with regard to order of operations i.e. piecerate formula	
COMMUNICATIONS		
PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Writing	Filling in forms Employee to machine	Technical terminology, typing, penmanship
Reading	Interpret company policies pertaining to piecework and salaried-piece- work plans Records, forms	Comprehension, vocabulary, technical terminology

COMMUNICATIONS

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY - HAZARD
Calculator or adding machine Employee's earning record Employee's history record Employee's tip record Computer Typewriter	Sub-tasks Calculate total tips Calculate base pay Combine tips and base wages Apply reasonability test	See appendix
<u>DECISIONS</u> Determine accuracy of reported tips Determine accuracy of base wages	<u>CUES</u> Past recorded tips Apparent discrepancies	<u>ERRORS</u> Incorrect payment

(TASK STATEMENT)

COMPUTE WAGES OF EMPLOYEES EARNING TIPS

SCIENCE	MATH - NUMBER SYSTEMS
A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following personality traits: Honesty Accuracy Reliability Integrity Loyalty Adaptability Confidentiality Persistence Flexibility	Basic arithmetic skills and concepts Understanding and solving numerical formulas with regard to the order of operations i.e. Additions to base wages or salary
COMMUNICATIONS	
<u>PERFORMANCE MODES</u>	<u>EXAMPLES</u>
Writing Reading	<u>SKILLS/CONCEPTS</u> Technical terminology, typing, penmanship Comprehension, vocabulary, technical terminology

(TASK STATEMENT) COMPUTE EMPLOYEE BONUSES

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY - HAZARD
Calculator or adding machine Employee's earnings record Employee history record Bonus report Computer Typewriter	Sub-tasks Secure approved bonus data Calculate bonus Obtain authorization for paying bonus Combine bonus and regular wage- if combination check is used Apply reasonability test	See appendix
<u>DECISIONS</u> Determine if bonus figure is accurate	<u>CUES</u> Bonus report Company policies Apparent discrepancies	<u>ERRORS</u> Incorrect payment

(TASK STATEMENT) COMPUTE EMPLOYEE BONUSES

SCIENCE	MATH - NUMBER SYSTEMS
A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following personality traits: - Honesty - Accuracy - Reliability - Integrity - Loyalty - Adaptability - Confidentiality - Perserverance - Flexibility	Basic arithmetic skills and concepts Understanding and solving numerical formulas with regard to the order of operations i.e. Additions to base wages or salary
PERFORMANCE MODES	COMMUNICATIONS
Writing Reading	<u>EXAMPLES</u> Filling in forms Employee to machine Interpret company policy pertaining to awarding bonuses Records <u>SKILLS/CONCEPTS</u> Technical terminology, typing, penmanship Comprehension, vocabulary, technical terminology

(TASK STATEMENT)

COMPUTE EMPLOYEE'S HOLIDAY AND VACATION PAY

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY - HAZARD
Calculator or adding machine Employee's earnings record Employee's history record Vacation or holiday schedule Calendar Computer Typewriter	Sub-tasks Calculate holiday or vacation earnings Apply reasonability test Obtain approval	See appendix
<u>DECISIONS</u> Decide eligibility Decide if figures are accurate	<u>CUES</u> History record Calendar Company policy Apparent discrepancies	<u>ERRORS</u> Incorrect payment

(TASK STATEMENT) COMPUTE EMPLOYEE'S HOLIDAY AND VACATION PAY

SCIENCE	MATH — NUMBER SYSTEMS	
A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following personality traits: Honesty Accuracy Reliability Integrity Loyalty Adaptability Confidentiality Perserverance Flexibility	Basic arithmetic skills and concepts Measure of time and converting fractional parts of an hour Read and interpret charts, tables, and/or graphs [Wage Classification Schedule Rate] Understanding and solving numerical formulas with regard to the order of operations [i.e. wage and salary schedules] Property of real number system i.e. distributive property (wage and overtime computation)	
COMMUNICATIONS		
PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Writing Reading	Filling in forms Employee to machine Interpret company policy concerning holiday and vacation pay Records, charts, tables	Technical terminology, penmanship, typing Comprehension, vocabulary, technical terminology

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY — HAZARD
Calculator or adding machine Employee's earnings record Employee's history record Exemption authorization card Computer terminal Typewriter	Sub-tasks Calculate total wages Compute taxable base Apply reasonability test Verify for accuracy Obtain approval	See appendix
<u>DECISIONS</u> Determine if authorization is accurate Decide if base is accurate	<u>CUES</u> Authorization card Government regulations Apparent discrepancies	<u>ERRORS</u> Incorrect deductions

(TASK STATEMENT) COMPUTE EMPLOYEE'S NON-TAXABLE WAGES

SCIENCE	MATH - NUMBER SYSTEMS	
A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following personality traits: Honesty Accuracy Reliability Integrity Loyalty Adaptability Confidentiality Perseverance Flexibility	Basic arithmetic skills and concepts Measure of time and converting fractional parts of an hour Read and interpret charts, tables, and/or graphs [Wage Classification Schedules Rate] Understanding and solving numerical formulas with regard to the order of operations [i.e. wage and salary schedules] Property of real number system i.e. distributive property (wage and overtime computation)	
COMMUNICATIONS		
PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Writing Reading	Filling out forms Employee to machine Interpret government regulations regarding tax-sheltered plans Records, charts, tables, etc.	Technical terminology, typing, penmanship Comprehension, vocabulary, technical terminology

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Duty II Computing Payroll Deductions

- 1 Compute income taxes
- 2 Compute deductions for retirement
- 3 Compute insurance and hospitalization deductions
- 4 Compute deductions for voluntary contributions
- 5 Compute credit union deductions
- 6 Compute union or association dues
- 7 Compute annuity deductions
- 8 Compute court order deductions
- 9 Compute miscellaneous deductions

(TASK STATEMENT) COMPUTE INCOME TAXES

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY - HAZARD
Calculator or adding machine Computer terminal Employee's earnings record Employee's history record Federal charts and withholding tables State percentage tables City percentage tables Employee's withholding certificate (W-4) Typewriter	Sub-task Apply appropriate rate to taxable earnings Verify amount Apply reasonability test Record amount on payroll records Up-date exemptions claimed	See, appendix
<u>DECISIONS</u> Determine which appropriate rate applies to taxable earnings Determine if deductions for income taxes are accurate	<u>CUES</u> Charts, tables, employee Mathematical figure (percentage) Number of exemptions Apparent discrepancies	<u>ERRORS</u> Incorrect deductions

(TASK STATEMENT) COMPUTE INCOME TAXES

SCIENCE	MATH - NUMBER SYSTEMS	
A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following personality traits: Honesty Accuracy Reliability Integrity Loyalty Adaptability Confidentiality Perserverance Flexibility	Basic arithmetic skills and concepts with emphasis on percentages. Property of real number system. i.e. income tax computation Read and interpret charts, tables, and/or graphs [Deduction rate schedule] Understanding and solving numerical formulas with regard to the order of operations i.e. various deductions Principle of estimation Coding-tax codes	
COMMUNICATIONS		
<u>PERFORMANCE MODES</u>	<u>EXAMPLES</u>	<u>SKILLS/CONCEPTS</u>
Reading	Interpret governmental income tax regulations for federal, state, and city income taxes Charts, records, tables, graphs	Comprehension, vocabulary, technical terminology
Writing	Employee to machine Forms	Penmanship, cyping

(TASK STATEMENT)

COMPUTE DEDUCTIONS FOR RETIREMENT

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TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY — HAZARD
Calculator or adding machine Computer terminal FICA charts and tables Private retirement system table Employee's earnings record Employee's history record Earnings for pay period Payroll register Appropriate retirement system forms Typewriter	Sub-tasks Apply appropriate rate to taxable earnings Verify amount Apply reasonability test Record amount on payroll records Inform appropriate retirement system of amount withheld Up-date employee record	See appendix
<u>DECISIONS</u> Determine which retirement systems apply Determine if deduction is accurate	<u>CUES</u> Employee classification Mathematical figure Apparent discrepancies	<u>ERRORS</u> Incorrect deduction

(TASK STATEMENT) COMPUTE DEDUCTIONS FOR RETIREMENT

SCIENCE	MATH - NUMBER SYSTEMS
A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following personality traits: Honesty Accuracy Reliability Integrity Loyalty Adaptability Confidentiality Perseverance Flexibility	Basic arithmetic skills and concepts with emphasis on percentages Property of real number system i.e. FICA or retirement system schedules Read and interpret charts, tables, and/or graphs [Retirement schedules] Understanding and solving numerical formulas with regard to the order of operations i.e. FICA and/or retirement deductions Principles of estimation Coding-retirement codes
COMMUNICATIONS	
<u>PERFORMANCE MODES</u>	<u>EXAMPLES</u>
Reading Writing	Interpret government FICA regulations Interpret private retirement system regulations Charts, tables, graphs, records Filling out records
<u>SKILLS/CONCEPTS</u>	
Comprehension, technical terminology, vocabulary Penmanship, typing	

(TASK STATEMENT) COMPUTE INSURANCE AND HOSPITALIZATION DEDUCTIONS

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY - HAZARD
Calculator or adding machine Computer Insurance charts Hospitalization charts Employee's earnings record Employee's history record Payroll register Appropriate insurance and hospitalization forms Typewriter	Sub-tasks Apply appropriate rate Apply reasonability test Record amount on payroll record Up-date change of coverage	See appendix
<u>DECISIONS</u> Verify rate and coverage Determine if information is computed accurately	<u>CUES</u> Policies Classification of employee Apparent discrepancies	<u>ERRORS</u> Incorrect deductions

(TASK STATEMENT)

SCIENCE A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following personality traits: - Honesty - Accuracy - Reliability - Integrity - Loyalty - Adaptability - Confidentiality - Perserverance - Flexibility	MATH - NUMBER SYSTEMS Basic arithmetic skills and concepts Property of real number system i.e. rates Read and interpret charts, tables, and/or graphs [deduction schedules] Understanding and solving numerical formulas with regard to the order of operations i.e. deduction schedules Principles of estimation Coding-company codes
COMMUNICATIONS	
PERFORMANCE MODES Reading Writing	EXAMPLES Interpret company policy pertaining to eligibility for insurance and hospitalization benefits Interpret insurance or hospitalization policy Charts, tables, graphs, records Employee to machine Recording figures
SKILLS/CONCEPTS Comprehension, technical terminology vocabulary Typing, penmanship	

(TASK STATEMENT) COMPUTE DEDUCTIONS FOR VOLUNTARY CONTRIBUTIONS

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY - HAZARD
Calculator or adding machine Computer Employee's earning record Employee's history record Voluntary contribution authorizations Payroll register Appropriate association forms Typewriter Appropriate charts, tables, graphs	Sub-tasks Apply appropriate amount of contributions Verify amount Apply reasonability test Record amount on payroll records Inform appropriate association of amount withheld Up-date records when required	See appendix
<u>DECISIONS</u> Determine if more than one contribution is authorized Determine if amounts are computed correctly	<u>CUES</u> Employee's authorizations Apparent discrepancies	<u>ERRORS</u> Incorrect deductions

(TASK STATEMENT)

COMPUTE DEDUCTIONS FOR VOLUNTARY CONTRIBUTIONS

SCIENCE	MATH — NUMBER SYSTEMS	
A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following personality traits: Honesty Accuracy Reliability Integrity Loyalty Adaptability Confidentiality Perserverance Flexibility	Basic arithmetic skills and concepts Property of real number system i.e. rates Read and interpret charts, tables, and/or graphs [Deduction schedules] Understanding and solving numerical formulas with regard to the order of operations i.e. deduction schedules Principles of estimation Coding-company codes	
COMMUNICATIONS		
PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Reading Writing	Interpret company policy pertaining to voluntary contribution Interpret employee's authorization for voluntary deductions Records, tables, forms, charts, and graphs Employee to machine Filling in forms	Comprehension, technical terminology vocabulary Typing, penmanship

(TASK STATEMENT) COMPUTE CREDIT UNION DEDUCTION

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY -- HAZARD
Calculator or adding machine Computer terminal Employee's earnings record Employee's history record Employee credit union card record Employee authorization card Appropriate credit union forms Typewriter Appropriate charts, tables, graphs	Sub-tasks Verify amount Apply reasonability test Record amount requested by employee on payroll records Record amount for credit union records Up-date records when change results	See appendix
<u>DECISIONS</u> Determine if the amount deducted is accurate	<u>CUES</u> Authorization card Apparent discrepancies	<u>ERRORS</u> Incorrect deductions

(TASK STATEMENT) COMPUTE CREDIT UNION DEDUCTION

SCIENCE	MATH - NUMBER SYSTEMS	
A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following personality traits: Honesty Accuracy Reliability Integrity Loyalty Adaptability Confidentiality Perseverance Flexibility	Basic arithmetic skills and concepts Property of real number system i.e. authorized deductions Read and interpret charts, tables, and/or graphs [Calendar schedules] Understanding and solving numerical formulas with regard to the order of operations i.e. calendar schedules Coding-company codes	
COMMUNICATIONS		
<u>PERFORMANCE MODES</u>	<u>EXAMPLES</u>	<u>SKILLS/CONCEPTS</u>
Reading	Interpret governmental regulation regarding credit union Interpret credit union policies Interpret company policy concerning credit unions Records, charts, tables, graphs Filling out necessary records, forms	Comprehension, technical terminology
Writing		Typing, penmanship

(TASK STATEMENT)

COMPUTE UNION OR ASSOCIATION DUES

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY - HAZARD
Calculator or adding machine Computer Union or association membership lists Employee's earnings record Employee's history record Payroll register Appropriate forms Typewriter Appropriate charts, tables or graphs	Sub-tasks Compute rate or amount Apply reasonability test Record on payroll records Inform appropriate union or association of amount withheld Up-date records when change results	See appendix
<u>DECISIONS</u> Determine if the rate is correct Determine if the employee is a member	<u>CUES</u> Membership lists Apparent discrepancies	<u>ERRORS</u> Incorrect deductions Deductions taken from a non-member

(TASK STATEMENT)

COMPUTE UNION OR ASSOCIATION DUES

SCIENCE		MATH - NUMBER SYSTEMS
A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following personality traits: Honesty Accuracy Reliability Integrity Loyalty Adaptability Confidentiality Perserverance Flexibility		Basic arithmetic skills and concepts Property of real number system i.e. authorized deductions Read and interpret charts, tables, and/or graphs [Calendar schedules] Understanding and solving numerical formulas with regard to the order of operations i.e. calendar schedules Coding-company codes
COMMUNICATIONS		
<u>PERFORMANCE MODES</u>	<u>EXAMPLES</u>	<u>SKILLS/CONCEPTS</u>
Reading	Interpret company and union or association policies pertaining to dues	Comprehension, technical terminology
Writing	Records, charts, tables, graphs Filling out appropriate records	Typing, penmanship

(TASK STATEMENT)

COMPUTE ANNUITY DEDUCTIONS

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY - HAZARD
Calculator or adding machine Computer terminal Employee's earnings record Employee history record Authorization contract Annuity chart or percentage tables Appropriate forms Typewriter	Sub-tasks Apply appropriate rate or amount Record amount on payroll records Verify amount Apply reasonability test Inform appropriate company of amount withheld Up-date records when change results	See appendix
<u>DECISIONS</u> Decide what annuity plan applies to each individual employee Decide if rate is accurate	<u>CUES</u> Authorization contracts Annuity charts or percentage tables Apparent discrepancies	<u>ERRORS</u> Incorrect deductions

(TASK STATEMENT) COMPUTE ANNUITY DEDUCTIONS

SCIENCE	MATH - NUMBER SYSTEMS
A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following personality traits: Honesty Accuracy Reliability Integrity Loyalty Adaptability Confidentiality Perserverance Flexibility	Basic arithmetic skills and concepts Property of real number system i.e. authorized deductions Read and interpret charts, tables, and/or graphs [Calendar schedules] Understanding and solving numerical formulas with regard to the order of operations i.e. calendar schedules Coding-company codes
PERFORMANCE MODES	COMMUNICATIONS
Reading Writing	<u>EXAMPLES</u> Interpret annuity contract policies pertaining to each individual employee Records, charts, or tables Employee to machine Filling out appropriate forms, records <u>SKILLS/CONCEPTS</u> Comprehension, technical terminology Typing, penmanship

(TASK STATEMENT) COMPUTE COURT ORDERED DEDUCTIONS

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY - HAZARD
Calculator or adding machine Computer Employee's earnings record Employee's history record Court order authorizing deduction ex. Garnishment Child support IRS levies Payroll register Appropriate forms Typewriter	Sub-tasks Compute amount of garnishment Verify legality Apply reasonability test Record amount of deductions on payroll Inform court involved what action has been taken Up-date records when changes result	See appendix
<u>DECISIONS</u> Determine priority of deductions Determine if amounts computed are accurate	<u>CUES</u> State or Federal regulations Employee's record Apparent discrepancies	<u>ERRORS</u> Incorrect deductions

(TASK STATEMENT)

COMPUTE COURT ORDERED DEDUCTIONS

SCIENCE

A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following personality traits:

Honesty
Accuracy
Reliability
Integrity
Loyalty
Adaptability
Confidentiality
Perserverance
Flexibility

MATH - NUMBER SYSTEMS

Basic arithmetic skills and concepts with emphasis on percentages

Property of real number system
i.e. court ordered deductions

Read and interpret charts, tables, and/or graphs
[Court orders]

Coding-legal codes

Understanding and solving numerical formulas with regard to the order of operations i.e. garnishments, child support, etc.

COMMUNICATIONS

PERFORMANCE MODES

Reading

EXAMPLES

Interpret company policies pertaining to court orders requiring deduction
Interpret state and federal laws pertaining to court enforced deduction
Records, charts, tables, graphs

Filling out forms and records

SKILLS/CONCEPTS

Comprehension, technical terminology
vocabulary

Typing, penmanship

(TASK STATEMENT) COMPUTE MISCELLANEOUS DEDUCTIONS

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY - HA7
Calculator or adding machine Computer Employee's earnings record Employee's history record Payroll register Employee authorization form examples: Meals Parking Uniform rentals Employee purchases Tools Appropriate forms Typewriter	Sub-tasks Verify amount Apply reasonability test Record amount on payroll records Indicate exactly what deduction is for Inform appropriate body of deduction withheld Up-date records when change results	See app. 103x
<u>DECISIONS</u> Determine if deduction is authorized Determine if deduction is computed accurately	<u>CUES</u> Employee authorization form Apparent discrepancies	<u>ERRORS</u> Incorrect deductions

(TASK STATEMENT) COMPUTE MISCELLANEOUS DEDUCTIONS

SCIENCE	MATH - NUMBER SYSTEMS
A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following personality traits: - Honesty - Accuracy - Reliability - Integrity - Loyalty - Adaptability - Confidentiality - Perserverance - Flexibility	Basic arithmetic skills and concepts Property of real number system i.e. authorized deductions Read and interpret charts, tables, and/or graphs (Calendar schedules) Understanding and solving numerical formulas with regard to the order of operations i.e. calendar schedules Coding-company codes
COMMUNICATIONS	
PERFORMANCE MODES	SKILLS/CONCEPTS
Reading	Comprehension, technical terminology
Writing	Penmanship, typing
EXAMPLES	
Interpret company policy pertaining to miscellaneous deductions Records, charts, tables, graphs Employee to computer Records, forms	

Duty I Paying the Payroll

- 1 Prepare checks (regular)
- 2 Prepare self-processed checks
- 3 Prepare cash pay envelopes
- 4 Distribute payroll
- 5 Replenish payroll account
- 6 Reconcile payroll account

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(TASK STATEMENT)

PREPARE CHECKS (REGULAR)

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TOOLS, EQUIPMENT, MATERIALS,
OBJECTS ACTED UPON

Typewriter
Posting machine
Employee's earnings record
Payroll register
Calculator
Checks (prenumbered)
Check protector
Computer
Facsimile signature plates

PERFORMANCE KNOWLEDGE

Sub-tasks

Type check or prepare check on posting machine
Compare amounts to those on payroll register
Identify any unusual deductions
Enter amount using check protector (or method used)
Obtain approval and signature
Compare amount on check with amount on stub
Compare total of checks to payroll register total
Void and file spoiled checks

SAFETY - HAZARD

See appendix

Safeguard prenumbered checks
Check protector, signature plates
Overdrawn account
Check for 'dummies'

DECISIONS

Determine whether to use type-
writer or posting machine or
computer
Determine if amount is computed
correctly

CUES

Payroll register
Policies
Apparent discrepancies

ERRORS

Incorrect payment

(TASK STATEMENT) PREPARE CHECKS (REGULAR)

SCIENCE	MATH - NUMBER SYSTEMS
A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following personality traits: - Honesty - Accuracy - Reliability - Integrity - Loyalty - Adaptability - Confidentiality - Perserverance - Flexibility	Basic arithmetic skills and concepts with emphasis on addition and subtraction Property of comparison (greater than, less than, equal to) Addition and subtraction of whole numbers Given a coding system, recognize and identify each unit involved by assigning necessary symbols, numerical or literal [Social security number and employer identification number] Properties of the addition and subtraction operations of the real numbers system (shortcuts) i.e. Inverse (check by subtraction) transposition. error (division by 9)
COMMUNICATIONS	
PERFORMANCE MODES	EXAMPLES
Writing Reading	Employee to machine Filling out checks, records Interpret company policies pertaining to preparation of checks Records <u>SKILLS/CONCEPTS</u> Vocabulary, procedures, working knowledge of terms and principles of fundamentals of payroll procedures, technical terminology, comprehension, spelling, typing penmanship Comprehension, terminology

(TASK STATEMENT) PREPARE SELF-PROCESSED CHECKS

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY - HAZARD
Payroll register Employee's earnings record Statement of earnings and deductions form Deposit slip Check Typewriter or posting machine Calculator	Sub-tasks Prepare payroll register Prepare statement of earning and deductions for each employee Obtain approval Distribute statement of earnings and deductions to employees Furnish bank with copy of payroll register (Bank credits each employee's account) Prepare check to cover entire payroll Deposit check	See appendix Overdrawn account Check for "dummies"
<u>DECISIONS</u> Determine if payroll is computed accurately	<u>CUES</u> Payroll register Apparent discrepancies Bank statement	<u>ERRORS</u> Incorrect payment

(TASK STATEMENT)

PREPARE SELF-PROCESSED CHECKS

SCIENCE		MATH - NUMBER SYSTEMS
A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following personality traits: Honesty Accuracy Reliability Integrity Loyalty Adaptability Confidentiality Perserverance Flexibility Definition of self-processed checks- Where company deposits earnings into employees accounts rather than actually giving them a check		Basic arithmetic skills and concepts with emphasis on addition and subtraction Property of comparison (greater than, less than, equal to) Addition and subtraction of whole numbers Given a coding system, recognize and identify each unit involved by assigning necessary symbols, numerical or literal (Social security number and employer identification number) Properties of the addition and subtraction operations of the real numbers system (shortcuts) i.e. Inverse (check by subtraction) transposition error (division by 9)
COMMUNICATIONS		
PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Writing	Employee to machine Company to bank	Vocabulary and principles, working knowledge of terms applicable to self-processed checks, technical terminology, comprehension, spelling, typing, penmanship
Reading	Interpret company policy pertaining to procedures for self-processed checks	Comprehension, process/instructions

(TASK STATEMENT)

PREPARE CASH PAY ENVELOPES

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TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY - HAZARD
Pay envelopes and pay receipts Change sheets Currency requisition Currency and coins Adding machine or calculator Payroll register	Sub-tasks Prepare change sheet Prepare currency requisition Sort currency for pay envelopes Verify for accuracy Apply reasonability test Prepare payroll receipt Obtain approval of pay envelopes	See appendix
<u>DECISIONS</u> Determine if information is accurate	<u>CUES</u> Apparent discrepancies Check for "dummies",	<u>ERRORS</u> Shortage of money Safeguard money Embezzlement

(TASK STATEMENT) PREPARE CASH PAY ENVELOPES

SCIENCE	MATH - NUMBER SYSTEMS	
A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following personality traits: Honesty Accuracy Reliability Integrity Loyalty Adaptability Confidentiality Perseverance Flexibility	Basic arithmetic skills and concepts with emphasis on addition Counting-money Addition and subtraction of whole numbers Given a coding system, recognize and identify each unit involved by assigning necessary symbols, numerical or literal [Social security number and employer identification number] Properties of the addition and subtraction, operations of the real numbers system (shortcuts) i.e. Inverse (check by subtraction) transposition error (division by 9) Property of comparison (greater than, less than, equal to) Monetary denominations	
COMMUNICATIONS		
PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Writing	Employee to machine Pay envelopes	Vocabulary, working knowledge of terms and procedures used to prepare cash pay envelopes, technical terminology, comprehension, spelling, typing, penmanship
Reading	Interpret company policies concerning paying payroll by cash	Comprehension

(TASK STATEMENT) DISTRIBUTE PAYROLL

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY - HAZARD
Checks Pay envelopes (cash) Receipts of deposit (self-processed checks) Envelopes Typewriter	Sub-tasks Prepare for transfer of checks Obtain receipt Arrange for safe keeping of unclaimed checks	See appendix
<u>DECISIONS</u> Determine how to transfer checks to employees: Mail Through managers Employee pick up Self-processed through employee bank account	<u>CUES</u> Company policies Apparent discrepancies	<u>ERRORS</u> Loss or misplacement of checks

(TASK STATEMENT) DISTRIBUTE PAYROLL

SCIENCE	MATH - NUMBER SYSTEMS
A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following personality traits: - Honesty - Accuracy - Reliability - Integrity - Loyalty - Adaptability - Confidentiality - Perserverance - Flexibility	Locate by approximation rational numbers and integers on the number line (sequential ordering) [Organizing by groupings] i.e. departments, alphabetically, numerically, etc. Given a coding system, recognize and identify each unit involved by assigning necessary symbols, numerical or literal [Employee identification numbers] Basic arithmetic skills and concepts with emphasis on postage values
COMMUNICATIONS	
<u>PERFORMANCE MODES</u>	<u>EXAMPLES</u>
Writing	<u>SKILLS/CONCEPTS</u> Spelling, typing, penmanship, classification
Reading	Comprehension, technical terminology

(TASK STATEMENT)

REPLENISH PAYROLL ACCOUNT

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY - HAZARD
Calculator or adding machine Deposit slip Check Payroll register Journal	Sub-tasks Compute amount required to replenish account Check payroll to reimbursement check Obtain cash or check Prepare journal entry Prepare deposit slip Obtain approval Transfer deposit slip and cash or check into payroll account	See appendix
<u>DECISIONS</u> Determine if amount computed for replenishment is accurate	<u>CUES</u> Apparent discrepancies	<u>ERRORS</u> Run short of money

(TASK STATEMENT) REPLENISH PAYROLL ACCOUNT

SCIENCE	MATH - NUMBER SYSTEMS
A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following personality traits: Honesty Accuracy Reliability Integrity Loyalty Adaptability Confidentiality Perserverance Flexibility	Basic arithmetic skills and concepts with emphasis on addition and subtraction Addition and subtraction of whole numbers Given a coding system, recognize and identify each unit involved by assigning necessary symbols, numerical or literal [Social security number and employer identification number] Properties of the addition and subtraction operations of the real numbers system (shortcuts) i.e. Inverse (check by subtraction) transposition error (division by 9) Property of comparison (greater than, less than, equal to) Estimation

COMMUNICATIONS

PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Writing Reading	Employee to machine Filling out records and forms Company to company Interpret company policy pertaining to method of replenishing payroll account	Classification, spelling, penmanship Comprehension, technical terminology, process/instructions

(TASK STATEMENT) RECONCILE PAYROLL ACCOUNT

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY - HAZARD
Calculator or adding machine Computer printouts Posting machine printouts Bank statements Payroll checkbook Canceled checks Journal	Sub-tasks Check accuracy of bank statement Prove cash Prepare reconciliation of bank statement Compare adjusted checkbook balance to bank statement Record bank service charges in a checkbook Record bank service charge in journal	See appendix
<u>DECISIONS</u> Determine if reconciliation is correct	<u>CUES</u> Apparent discrepancies Check numbers, dates Names, amounts Authorized signature Irregular endorsements Alterations	<u>ERRORS</u> Unbalanced payroll account

(TASK STATEMENT) RECONCILE PAYROLL ACCOUNT

SCIENCE	MATH - NUMBER SYSTEMS	
A worker needs to be current with job, precise in recall and proficient as well as exhibit the following personality traits: Honesty Accuracy Reliability Integrity Loyalty Adaptability Confidentiality Perseverance Flexibility	Basic arithmetic skills and concepts with emphasis on addition and subtraction Addition and subtraction of whole numbers Given a coding system, recognize and identify each unit involved by assigning necessary symbols, numerical or literal [Social security number and employer identification number] Properties of the addition and subtraction operations of the real numbers system (shortcuts) i.e. Inverse (check by subtraction) transposition error (division by 9) Property of comparison (greater than, less than, equal to) Estimation Understanding and solving numerical formulas with regard to the order of operations i.e. reconciliation formula	
COMMUNICATIONS		
PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Writing	Bank to company Employee to machine Filling out forms	Comprehension, vocabulary, penmanship
Reading	Records, forms, charts, statements	Comprehension

Duty J Posting Wages and Salary Data

- 1 Prepare payroll register
- 2 Record payroll data to employee's earnings record
- 3 Record payroll entries for journals

(TASK STATEMENT) PREPARE PAYROLL REGISTER

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY - HAZARD
Payroll register form Employee earnings record Employee Calculator or adding machine Computer Posting machine	Sub-tasks Record employees Record exemption data Record gross, deductions, net amounts Foot and total amounts Verify Obtain approval	See appendix
<u>DECISIONS</u> Determine if information is correct	<u>CUES</u> Apparent discrepancies	<u>ERRORS</u> Incorrect information recorded

(TASK STATEMENT) PREPARE PAYROLL REGISTER

SCIENCE	MATH - NUMBER SYSTEMS	
A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following personality traits: Honesty Accuracy Reliability Integrity Loyalty Adaptability Confidentiality Perserverance Flexibility	Basic arithmetic skills and concepts with emphasis on addition and subtraction Addition and subtraction of whole numbers Given a coding system, recognize and identify each unit involved by assigning necessary symbols, numerical or literal. [Social security number and employer identification number.] Properties of the addition and subtraction operations of the real numbers system (shortcuts) i.e. Inverse (check by subtraction) transposition error (division by 9) Property of comparison (greater than, less than, equal to) Locate by approximation rational numbers and integers on the number line (sequential ordering), Estimation i.e. numerical, alphabetical or departmental list of employees Company employee code or classification	
COMMUNICATIONS		
PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS
Writing	Employee to machine, records	Working knowledge of all terms and fundamentals applicable to preparing payroll register
Reading	Records	Vocabulary, comprehension, penmanship

(TASK STATEMENT)

RECORD PAYROLL DATA TO EMPLOYEE'S EARNINGS RECORD

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY - HAZARD
Calculator or adding machine Computer Employee's earnings record Payroll register Typewriter Posting machine	Sub-tasks Record all deductions Record total earned Record date of payroll period Record hours worked Record notations of status changes Check proof if posting machine is used	See appendix
<u>DECISIONS</u> Verify that information is posted to correct record Verify accuracy of all information Verify completeness of deductions	<u>CUES</u> Apparent discrepancies	<u>ERRORS</u> Transposition errors

(TASK STATEMENT)

RECORD PAYROLL DATA TO EMPLOYEE'S EARNINGS RECORD

SCIENCE		MATH - NUMBER SYSTEMS	
A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following personality traits: Honesty Accuracy Reliability Integrity Loyalty Adaptability Confidentiality Perseverance Flexibility	Basic arithmetic skills and concepts with emphasis on addition and subtraction Addition and subtraction of whole numbers Given a coding system, recognize and identify each unit involved by assigning necessary symbols, numerical or literal [Codes for status changes] [Social security number and employer identification number] Properties of the addition and subtraction operations of the real numbers system (shortcuts) i.e. Inverse (check by subtraction) transposition error (division by 9) Property of comparison (greater than, less than, equal to) Estimation		
COMMUNICATIONS			
<u>PERFORMANCE MODES</u>		<u>EXAMPLES</u>	<u>SKILLS/CONCEPTS</u>
Writing		Employee to machine	Vocabulary and procedures, working knowledge of terms applicable to employee's earnings record, comprehension, penmanship, typing
Reading		Records	Comprehension

(TASK STATEMENT) RECORD PAYROLL ENTRIES FOR JOURNALS

TOOLS, EQUIPMENT, MATERIALS, OBJECTS ACTED UPON	PERFORMANCE KNOWLEDGE	SAFETY - HAZARD
Adding machine or calculator Payroll register Computer Posting machine Journals Ledgers	Sub-tasks Determine accounts affected Record entries Verify accuracy of entries	See appendix
<u>DECISIONS</u> Verify accounts are correct Determine if entries are journalized correctly	<u>CUES</u> Chart of accounts Debits equal credits Apparent discrepancies	<u>ERRORS</u> Transposition errors Incorrect information recorded

(TASK STATEMENT) RECORD PAYROLL ENTRIES FOR JOURNALS

RECORD PAROLE ENTRIES FOR JOURNALS		SCIENCE	MATH - NUMBER SYSTEMS
A worker needs to be current with the job, precise in recall and proficient as well as exhibit the following personality traits: Honesty Accuracy Reliability Integrity Loyalty Adaptability Confidentiality Perserverance Flexibility		Basic arithmetic skills and concepts with emphasis on addition Understanding and solving numerical formulas with regard to debit equal to credits Property of comparison (greater than, less than, equal to) Estimation	
COMMUNICATIONS			
PERFORMANCE MODES	EXAMPLES	SKILLS/CONCEPTS	
Writing	Employee to machine Journals	Vocabulary and procedures, working knowledge of terms and procedures concerning journals and ledges, penmanship, comprehension, spelling	
Reading	Interpret company policies pertaining to methods of recording entries	Comprehension, terminology	

GENERAL OFFICE SUPPLIES

The following are general office supplies that is felt most payroll clerks use in their daily routine. Those items that are peculiar to a specific task are listed in that task statement.

Reference

Supply catalogs
Telephone directions
Dictionary
Thesaurus
Reference Books (personal choice)
Company policy and procedures
Individual job manual
Technical dictionary or reference

Supplies and Forms

Employer tax guide
Federal Income Tax Tables
State Income Tax Tables
City Income Tax Tables
Deduction authorization forms
Payroll register forms
Time cards
Employee earning record forms
Employee history record forms
Employee evaluation record forms
Insurance and hospitalization forms
Prenumbered checks
Pay envelopes and receipts
Receipts for self-processed checks
Sales commission authorization forms
Sales commission slips
Copy of union contract
Currency requisition
Deposit slip

Reconciliation forms (bank)

Change sheet
Charts of accounts
Production records
Vouchers
Vouchers register
Journals
Ledgers
Worksheets
Financial statements
Logs
Invoices
Debit memos
Credit memos
Inventory cards
Order requisitions
Purchase orders
Sales slip
Bill of lading
Aged accounts forms
Telephone memo pads
Interoffice memos
Routing slips
Envelopes
Thumb tacks
Letter opener
Rubber stamps
Rubber bands
Scissors

Glue
Magic markers
Colored pencils
Coding markers
Scotch tape and dispenser
Paper cutter
Paper punch
Staples, stapler
Staple remover
Paper clips
Ruler
Letterhead stationary
Onion skin paper
Bonded paper
Carbon paper
Notebooks or binders
Erasers
File drawer labels
Pencils, pens
Typing erasers
Typing correction fluid
Typing correction tape
Adding machine tape
Typewriter ribbon
Cross reference sheets
Calendar
File folders
File folder labels
File guides

APPENDIX

The following are general office safety conditions that all payroll clerks should be aware of while working in an office. Although there are many hazards that can occur to the actual work, such as errors and poor judgement, we feel the task itself cautions the reader to these hazards.

Safeties	Hazards
Always turn office machines off when not in use	Could result in electrical fire or could burn the motor
Do not use frayed cards	Could result in electrical shock, fire or blown fuses
Do not use extension cords extensively	Could result in blown fuses or tripping over them
Do not overload circuits	Could result in blown fuses or cause machine damage
Use properly grounded cords	Could result in blown fuses or cause machine damage
Keep cords out of walkways	Could trip over them and cause bodily injury
Always turn office equipment off when repairing or adjusting	Could result in electrical shocks or machine damage
Always turn machines off during electrical storms	Could result in fire, machine damage or bodily injury
Beware of loose carpet or tiles	Could result in tripping or bodily injury
Do not lean back in chairs	Could result in bodily injury
Do not use broken chairs	Could result in bodily injury
Do not open two file drawers in the same cabinet at once	Could result in file falling over and bodily injury
Do not leave desk drawers or cabinet drawers open when not in use	Could result in bodily injury
Do not leave rough edges of furniture uncovered	Could result in bodily injury

Safeties

Do not mishandle sharp objects or equipment
Do not leave hair hanging loose around machine
Do not have dangling jewelry or loose clothing around machines
Do not mishandle paper
Keep a first aid kit handy
Be aware of safety precautions during fire, floods, hurricanes, tornados, bomb threats, robberies, etc.
Be aware of office security procedures

Do not have liquids, food, or grease around paper work
Be aware of trying to repair your own equipment

Hazards

Could result in cuts or puncture wounds
Could result in bodily injury
Could result in bodily injury
Could result in paper cuts
Could result in bodily injury
Could result in office being broken into and important items being stolen or destroyed
Could result in damaged or ruined work
Could result in damaged or destroyed equipment